



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-05-35V
POSITION TITLE: Information Tech Spec, GS-2210-14
Salary: \$88,369 to \$114,882 per annum
Full Performance Level: GS-14
Note: This position has special job requirements.
See page 3.

POSITION LOCATION: Federal Railroad Administration
Office of Associate Administrator for
Administration and Finance,
Office of Information Technology & Support
Systems, Washington, DC

AREA OF CONSIDERATION: Government Wide (Status Candidates Only.)
(Candidates eligible for special appointing authorities and for consideration under the Career Transition Assistance Program and Interagency Career Transition Assistance Program also may apply.)

OPENING DATE: 03-31-05

CLOSING DATE: 04-20-05

NUMBER AND TYPE OF One Full-Time Permanent Position

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Why Work For Us? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

Summary Of The Essential Job Functions: As an Information Technology Specialist, you will be required to:

- Provide project management leadership and expertise in all IT areas to include telecommunications. Actively participate in the IT Capital Planning process. Conduct IT strategic planning and project management activities. Conduct detailed studies and research projects in support of Chief Information Officer (CIO)/Deputy Chief Information Officer (DCIO) activities and provide supporting documentation, research papers, and detailed reports. Serve as a recognized technical authority for new or enhanced information systems software. Plan, manage, coordinate, and integrate separate functions of production, funding, supply, maintenance, acquisition, and quality control into activities needed to sustain IT systems throughout the life cycle (5-10 years). Monitor contractor performance as Contracting Officer's Technical Representative (COTR). Plan, develop, and manage a national telecommunications system. Oversee the migration and/or conversion of systems to the production environment and monitor systems for stability, accuracy, and performance. Analyze feasibility studies, proposals, and in-depth analyses of current requirements and forecasts trends for future needs. Keep abreast of changing and emerging technology. Make recommendations on adopting changes. Review FRA IT security policies developed by the Information Systems Security Officer (ISSO) to assess their relationship and compatibility with other FRA IT policies. Analyze long-range equipment needs of complex IT systems. Perform analysis of equipment needs for long-range organizational IT planning, considering rapidly changing equipment technology and requirements, costs and benefits, and mission needs.
- Interview senior management, program officials, employees and supervisors; assemble and assess information gathered; formulate findings, conclusions, and recommendations; present results in written and/or oral form, which are well organized, supportable, and clearly expressed. Develop test plans and scripts, and oversee testing by others. Develop service level agreements that define requirements and expectations for the delivery of customer support services. Develop and implement performance criteria to ensure requirements are achieved. Develop policies, guidelines, and standards for the planning, development, integration, implementation, and evaluation of IT systems and subsystems that meet overall information needs of multiple major organizational units. Coordinate comments on revised directives as part of the review process and incorporate comments or resolve issues into the final directive. Prepare project plans, including estimates of schedule and resources, and update as necessary. Develop integrated action plans, in consultation with other experts. Develop and implement project management procedures,

tools, templates, activities, and infrastructure. Develop, direct, and administer short and long-range fiscal plans and annual budgets for expenses necessary for FRA-wide IT services and maintenance. Monitor and ensures an effective and balanced budget. Develop policies, guidelines, and standards for the planning, development, integration, implementation, and evaluation of IT systems and subsystems that meet overall information needs of multiple major organization units.

- Serve as a recognized technical authority for new or enhanced information systems software. Participate in the development of operational plans. Set up a problem reporting mechanism for the application team involved in testing. Monitor contractor performance as Contracting Officer's Technical Representative (COTR). Monitor the performance of programmatic activities through the review and analysis of reports. Identify and implement IT process reform initiatives to reduce total program cost and more effectively meet customer requirements. Lead technical evaluation teams in pursuit of contract re-compete, technical enhancements, and troubleshooting IT problems/issues. Provide authoritative guidance to the agency IT security program relating to network security and the FRA infrastructure. Develop long-range plans for the IT security infrastructure that anticipate, identify, evaluate, mitigate, and minimize risks associated with IT systems vulnerabilities. Review technical and design specifications. Recommend changes needed to address customer support requirements. Set priorities based on expert knowledge of FRA programs, policies, and procedures, and redirects program efforts to meet changing deadlines and broad goals. Provide expert consultation advice in determining telecommunications policy for a broad area of communications requirements.
- Lead, conduct, or participate in complex management studies and reviews. Serve as the coordinator for IT-related portions of the FRA Continuity of Operations Plan (COOP). Serve as the lead for FRA's Enterprise Architecture Project and is an active member of the Architecture Working Group. Serve as Chairperson for the FRA IT Configuration Management Board. Serve as the coordinator for IT-related portions of the FRA Continuity of Operations Plan (COOP). Facilitate teams in conducting analyses, developing goals, objectives, and strategies. Lead quick-response teams in responding to customer service problems resulting from catastrophic events, such as software malfunctions or power outages. Represent the customer service discipline on applications development teams to ensure that customer service requirements are addressed during the systems development process from translation of functional requirements through systems testing.
- Review and evaluate operations to appraise the effectiveness of policies and programs. Identify deficiencies and take/recommend appropriate action. Evaluate test results, and initiate corrective action to ensure system stability and availability. Prepare strategies for recovery in the event of system failure. Perform feasibility studies and evaluate the feasibility of new systems design methodologies. Suggest technically feasible approaches and demonstrates viability through development of working prototypes.

What Are The Minimum Qualifications For This Position?

You must have at least one year of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the GS-13 level.

SPECIALIZED EXPERIENCE: In order to be creditable, the specialized experience must include **serving as a Senior IT specialist** planning, developing, and implementing systems that support a major organization that includes the areas of project management, IT Capital Planning, systems analysis, IT policy development, IT security program administration, IT

business development research, equipment analysis for IT systems, configuration management, Enterprise Architecture and customer support services.

What Are The Required Knowledge, Skills And Abilities For This Job?

- Ability to provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues; apply new developments to previously unsolvable problems; and make decisions or recommendations that significantly influence important FRA policies or programs.
- Skill in managing the following: IT Capital Planning program; Enterprise Architecture; IT security program administration; and related E-Government initiatives.
- Ability to communicate effectively to convey complex technical requirements to non-technical personnel and to advise and inform all senior-level management on complex and sensitive IT issues.
- Skill in developing and managing the implementation of policies, guidelines, and standards for the planning, development, integration, implementation, and evaluation of IT systems and subsystems that meet overall information needs of multiple major organizational units
- Experience in providing project management leadership and expertise in all IT areas to include telecommunications.
- Ability to lead subordinate team members to include computer specialists, contractors, regional IT specialists and other users in field locations.

How Will The Qualified Applicants Be Further Evaluated And Rated To

Identify The Best Qualified? If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed above. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

What Employee Benefits Do We Provide? The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is a permanent position and you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements and time-in-grade requirements by the closing date of the announcement.
- If an FRA employee is selected, moving, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee

occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, moving, travel and transportation expenses will not be paid.

- The FRA has determined that railroad seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, the rights must be divested at the end of the one-year probationary period. No waivers of this requirement will be granted.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.

How To Apply For This Position

- You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.” Please be sure to indicate what grade level(s) you are applying for and the duty location.
- For maximum consideration, tell us how you meet the "Knowledge, Skills and Abilities (KSAs)" for this position. The KSAs for this position are found above.
- **You will need to submit a complete performance appraisal.** It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. **You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.**
- To be considered for selection priority under the Career Transition Assistance Program (CTAP), you must submit appropriate certification that you are eligible. In addition, you must be determined to be well-qualified for the position. **Well-qualified applicant:** An eligible applicant who meets all qualifications, standards, and eligibility requirements for the position, including medical qualifications; minimum educational and experience requirements; selective placement factors; knowledge, skills, and abilities (KSAs); quality ranking factors; and any other special qualifying conditions, and is able to satisfactorily perform the duties of the position upon entry.

Where To Send Your Application

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW., 6th Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 493-6169. We will not accept applications faxed from a Federal Government fax machine.
- **ALL applications must be in our office or postmarked by the closing date of the announcement.**
- Applications mailed in a Government envelope will not be accepted.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

Questions?

Call Renee Clark at (202) 493-6117 or TDD (202) 493-6487 or 6488, or email at renee.clark@fra.dot.gov. Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra informacion sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten reciban igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origen nacional, politica, impedimento fisico o edad.

ALTERNATIVE FORMATS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcie.mullins@fra.dot.gov, on (202) 493-6114 or at the TDD number (202) 493-6487 or 6488.

REASONABLE ACCOMMODATION: If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.